

STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION

**MONTHLY DBE TRUCKING VERIFICATION**

CP-CEM-2404(F) (NEW 12/99)

CONTRACT NO.			MONTH				YEAR	
Truck Owner	DBE Cert. No.	Company Name and Address	Truck No.	California Hwy. Patrol CA No.	Commission Or Amount Paid*	Date Paid	Lease Arrangement (√ if applicable)	
					\$		Lease Agreement with Non-DBE with DBE <input type="checkbox"/>	
					\$		Lease Agreement with Non-DBE with DBE <input type="checkbox"/>	
					\$		Lease Agreement with Non-DBE with DBE <input type="checkbox"/>	
					\$		Lease Agreement with Non-DBE with DBE <input type="checkbox"/>	
					\$		Lease Agreement with Non-DBE with DBE <input type="checkbox"/>	
					\$		Lease Agreement with Non-DBE with DBE <input type="checkbox"/>	
					\$		Lease Agreement with Non-DBE with DBE <input type="checkbox"/>	
					\$		Lease Agreement with Non-DBE with DBE <input type="checkbox"/>	
TOTAL AMOUNT PAID					\$			
PRIME CONTRACTOR			BUSINESS ADDRESS				BUSINESS PHONE NO.	
<i>* Upon request all Lease Agreements shall be made available, in accordance with the Special Provisions.</i>								
<b>I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT</b>								
CONTRACTOR REPRESENTATIVE'S SIGNATURE			TITLE				DATE	

CEM-2404F (NEW 12/99)

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Form CP-CEM 2404 (F)(NEW 12/99)  
MONTHLY DBE TRUCKING VERIFICATION

The top of Form CEM-2404(F) contains boxes to put in the Contract Number, the Month of the reporting period and the Year of the reporting period.

The Form CEM-2404(F) has a column to enter the name of the Truck Owner, the DBE Cert. No. (if DBE certified) and the Name and Address of the trucking company. The Form CEM-2404(F) also requires the Truck No. and the California Highway Patrol CA No.

Form CEM-2404(F) is to be submitted prior to the 15<sup>th</sup> of each month and must show the dollar amount paid to the DBE trucking company(s) for trucking work performed by DBE certified trucks and for any fees or commissions of nonDBE trucks utilized each month on the project. The amount paid to each trucking company is to be entered in the column called "Commission or Amount Paid," in accordance with the Special Provisions Section 5-1.X.

Payment information is derived using the following:

- 1.) 100% for the trucking services provided by the DBE using trucks it owns, operates and insures.
- 2.) 100% for the trucking services provided by the trucks leased from other DBE firms.
- 3.) The fee or commission paid to nonDBEs for the lease of trucks. The Prime does not receive 100% credit for these services because they are not provided by a DBE company.

The total dollar figure of this column is to be placed in the box labeled "Total Amount Paid." The column "Date Paid" requires a date that each trucking company is paid for services rendered. The next column contains information that must be completed if a lease arrangement is applicable. Located at the bottom of the form is a space to put the name of the "Prime Contractor," their "Business Address" and their "Business Phone No."

At the bottom of the form there is a space for the Contractor or designee "Contractor Representative's Signature, Title and Date" certifying that the information provided on the form is complete and correct.